



Mayor Michael B. Coleman

HR CONNECTIONS

A NEWSLETTER FROM THE DEPARTMENT OF HUMAN RESOURCES

QUARTERLY

Extra, Extra Read All About It

*Be sure to visit the
Human Resources
Internet and Intranet site
for the latest
information on training
opportunities, EEO,
labor relations, Employee
Benefits/Risk Mgmt,
and employee resources*

(Internet)

[Http://hr.ci.columbus.oh.us](http://hr.ci.columbus.oh.us)

(Intranet)

*Http://intranet/
Click on
Human Resources*

A Message From the Director:

Welcome to the first issue of H.R. Connections, a quarterly newsletter from the Department of Human Resources. The purpose of our newsletter is to keep City employees abreast of H.R. related events, activities and initiatives. We will also strive to keep our readers updated regarding policies, procedures and the latest industry trends that impact our operation.



The Department has been actively involved in the operations review process and has undertaken a number of initiatives as a result of that review process. When a municipality, corporation, social services provider or any other entity attempts to review its operation in order to improve efficiency and effectiveness it often times charges full steam ahead without the benefit of practical, useful and relevant input from the most obvious sources; the customers and the service providers. This typically results in solutions being formulated for problems that don't exist!

In an effort to avoid this approach, the Human Resources Department has created a survey to determine the level of customer satisfaction in critical H.R. service delivery areas. Additionally, in the very near future City of Columbus employees will be afforded an opportunity to participate in a Citywide survey intended to assess how employees view the City as an employer and identify and prioritize workplace improvement opportunities. I strongly urge your participation. Your input is critical to the success of our efforts in this regard.

Chester C. Christie, Director Human Resources

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CITYWIDE TRAINING OFFERS.....

SOFTWARE TRAINING

Citywide Training is pleased to report a much welcomed response to our Computer Lab at 750 Piedmont Rd. Employees unfamiliar with the computer can begin with Computer Basics and then progress to two levels of Outlook. We offer Level One and Level Two instruction in Microsoft Word, Power Point, Excel, and Access. There are also classes in Word-Forms and Publisher. We hope to offer keyboarding and Internet access by the end of the year.

Since January, Citywide Training registered over 1,000 employees for these classes. Specially trained City instructors who make every effort to help participants with questions and problems teach the classes. Participants comments include: "The instructor is very knowledgeable and goes out of his way to answer our questions;" "I appreciate the informal atmosphere of the class;" and "I learned more in this class than I did at outside classes."

If you need to become more familiar with the computer or need to learn a Microsoft application, please give Citywide Training & Employee Development a call at 645-8294.

*Submitted by
Regina Britt,
Citywide Training Manager*

You can submit your comments and/or suggestions to
Debra Frame
Citywide Training
645-8294
dsframe@cmhmetro.net

EMPLOYEE BENEFITS/RISK MANAGEMENT

Tips for Understanding Your Leave Programs

Injury Leave and Workers' Compensation Programs

Injury Leave and/or Workers' Compensation are available to City of Columbus employees injured on the job. Injury Leave is a negotiated benefit, and Workers' Compensation is established by the State of Ohio. Both programs require unique forms to be turned in for a review of the injury, payment of related medical expenses, and/or payment for lost time. The injury packet, available from your supervisor, payroll, safety, or benefits personnel, includes all forms for both programs. Injury Leave and Workers' Compensation cover work related injuries and illnesses only, whereas the short-term disability program is for eligible non-work related disabilities. NOTE: You are responsible to call CareWorks, the City's Managed Care Organization, at the time of your work related injury at 1-888-899-1232 if you require medical attention.

Workers' Compensation

Workers' Compensation pays for medical treatment, temporary total disability benefits, and permanent partial benefits for qualifying employees.

Injury Leave

Eligibility for Injury Leave is based upon the contractual submission of medical documentation, your **signed** and **completed** accident report, and the circumstances surrounding the injury. Promptly submit your paperwork to your supervisor.

If you have any questions, please contact Employee Benefits/Risk Management at 645-8065.

*Submitted by
Lisa Howard
Employee Benefits/Risk Mgmt.*



EMPLOYEE ASSISTANCE CORNER.....

The View from EAP: COMMON THREADS

With such a diverse city workforce, it might be easy to assume that there are few similarities among city employees. Yet at EAP, we see many common threads that city employees from varying Departments share. While job functions might be drastically different, life's challenges are not.

Realizing that others experience similar challenges as we do can reduce the sense of isolation that many people feel. Some of the most frequent areas that we at EAP help people with include:

1. **STRESS:** Almost everyone experiences stress at some point in time. And many of us have good coping skills to manage typical life stressors. It's when these stressors build up that we are more challenged to find effective ways of coping.
2. **FAMILY CHALLENGES:** Whether it is dealing with a rebellious adolescent, working out issues as a blended family, juggling responsibilities for both children and elderly parents, please call EAP. We can help.
3. **RELATIONSHIP CONFLICTS:** Common sources of conflict between couple's include communication break-downs, lack of communication, not feeling fulfilled, or learning how to meet each other's needs.
4. **FINANCIAL:** Over time, we have heard from increasing numbers of people who are in serious financial trouble, usually from a combination of lack of budgeting know-how, excessive credit card use and spending habits.
5. **DEPRESSION, or OTHER EMOTIONAL PROBLEMS:** True depression is different from temporary sadness or life's disappointments. The good news is that it is very treatable and people can return to normal functioning.

While we at EAP deal with these commonly addressed concerns among the city employee population, there are other conflicts that aren't listed. Either way, each individual's situation requires an individual plan incorporating practical ideas that are workable in that person's life. Ultimately, we know that healthy people make productive, successful employees. And that is our mission at EAP. If you, or a family member, recognize that it might help to talk to someone, give us a call at EAP. It's free, confidential, and the hardest part is usually picking up the phone to make the first call.....it gets easier after that!

EAP 645-6894

*Submitted by
Lisa Callander
EAP Director, Columbus Health Department*

EMPLOYEE RESOURCES

WHAT IS CEA?

The City of Columbus Employees Association (CEA) promotes culture, social and fraternal interests of City of Columbus employees, elected officials and appointees. The association was founded over 20 years ago and continues to offer discounts and activities to CEA members.

The goal is to have a representative from every City department who can inform all City employees of the discounts they can receive. Any City employee or City retiree is eligible to join by paying an annual due of one dollar (\$1.00). Call Elaine DiSalvo x8366, Tina De Fluiter x5960 or check out CEA on the Intranet under "Information".



Upcoming Events



The UniverSoul Circus will perform in Columbus, Ohio from August 29-September 2. City of Columbus Employee's Night will be opening night Wednesday, **August 29th, 7:30 p.m.** Ticket prices range from \$10 - \$26. Deadline for advance ticket confirmations/reservations is 7/21/01. Tickets will be available for delivery, pick up (UMOJA Village, 550 Napoleon Ave. Columbus, Ohio 43213) and certified mail starting the week of August 13-28. Will call, ticket pick-up is available for each show date.

UMOJA Village will accept cash, cashier's check, m.o., company checks and personal checks with verifiable name, address and phone number. Call UMOJA Village 239-1659 ext. 3; fax 759-8082 or e-mail alevere106@aol.com for details!

July 14-22, 2001

Public Employees Days at Paramount's Kings Island

If you have not yet received your discount passes to Paramount's Kings Island, contact your payroll clerk or call

Tina De Fluiter x5960.

Six Flags of Ohio and the former Sea World Cleveland have combined into a 750-acre super park...Six Flags Worlds of Adventure! Come visit a thrill ride park, a sealife park and a wet 'n wild water park providing all of the affordable thrills and chills you can imagine. Planning a trip to Six Flags Ohio Worlds of Adventure this summer? Would you like a \$10.00 off coupon good for up to (6) tickets purchased?

Contact: **Tina De Fluiter X5960** coupons are limited

Coupon expires **October 28, 2001**

SAFETY CHALLENGE ISSUED

SAFETY CONGRATULATES....

The employees at Jackson Pike Wastewater Treatment Plant, Department of Utilities, Division of Sewerage and Drainage, have a safety record that should be recognized and commended. The 95 employees at the Plant worked the first three months of "2001" without a Reportable Accident or Employee Injury. This is especially noteworthy because the employees at Jackson Pike work 24 hours a day, 7 days a week. They work on various types of equipment, with a wide variety of hazardous materials and in numerous Confined Spaces, such as vaults, pits, tanks etc.

Over 40 employees in the Maintenance Department have worked for **539** days without a Lost Time Injury, surpassing the previous best mark by more than 100 days.

Safety efforts of the employees at Jackson Pike Wastewater Treatment Plant were also recognized in 1999 when they were selected as the winner of the "George W. Burke Award". The Ohio Water Environment Federation presents this statewide award to one facility a year. It is awarded for excellence in an active and effective safety program and safety results.

We would like to take the opportunity to congratulate and thank the employees at Jackson Pike for these outstanding safety efforts and results. The challenge is "on" for the rest of the Departments, Divisions and Facilities of the City of Columbus to achieve or exceed these results in their safety programs.

Congratulations on a Great Job!

*Submitted by
Rick Brewer
Citywide Occupational Safety Manager*



DID YOU KNOW.....

you can purchase a product called Com-Til at the City of Columbus Compost Facility?

Angela Bianco, Environmental Scientist at the facility (extention 103), advised Com-Til can be used as a soil supplement or as a mulch. Some advantages of using Com-Til are:

1. It is one of the best organic supplements available and doesn't deplete nitrogen from the soil like other organic matter does when it is added.
2. It reduces soil compaction and changes the texture of heavy clay soil making nutrients available to green and growing things.
3. It is dark in color when used as a mulch but the color does not fade so your lawn, plants, trees and shrubs look great all year.

Address: 7000 Jackson Pike
Lockbourne, Ohio 43137

Telephone: (614) 645-3153.

Directions: Take I-71 South, exit and turn left on Stringtown Road; turn right on St. Route 104 (Jackson Pike) and go approximately 4 miles to the Com-Til sign and drive on the left side which leads back to the facility.

Hours: Monday – Friday
7:00 a.m. – 3:00 p.m.

The facility will load any non-covered pick-up truck or trailer with their front loader or you can load your own buckets, bags, trash cans, etc., using shovels that the facility provides.

Price: \$12.00 cu. yard (approx. 1000 #) at the facility.
(Com-Til is also sold in pre-packaged 40 # bags at any Ohio Mulch Supply)

*Submitted by
Brenda Price
Equal Employment Opportunity Officer*



EMPLOYEE HEALTH/BENEFITS FAIR WAS A HUGE SUCCESS

The Fifth Annual Employee Health/Benefits Fair was held on May 8 at Police Headquarters and May 9 at City-wide Training facility. Over sixty vendors participated in this year's event. It is estimated that over 500 employees were able to attend over the two day period. In addition to receiving a wealth of information from benefit providers, several City employees won door prizes including gift certificates, backpacks, and even tickets to Kings Island. Thanks to all the many employees in Human Resources, Health Department, Facilities Management, and Recreation and Parks who make this event such a success every year.



IMPORTANT PHONE NUMBERS

United HealthCare.....	1-800-681-3849
Medical, Rx Drug, Pre-certification	
Mail Order Rx Drug.....	1-800-681-3849
Nurseline.....	1-800-634-0108
Anthem Blue Cross/Blue Shield	1-800-282-1730
Dental	
Vision Service Plan	1-800-877-7195
Vision	
Prudential Life Insurance	
Life: At work employees contact Division Payroll Department.	
Terminating employees, Call Risk Management to convert	
within 31 days of terminating City employment	
CobraServ.....	1-800-790-9056
COBRA: continuation benefits	
CareWorks.....	1-888-899-1232
Workers Compensation Managed Care Organization	
Anthem Life	
Short term disability. Complete forms through Division payroll.	
AFLAC.....	614-761-1342
Pre-tax benefits. Dependent child care	
Colonial Life.....	614-882-9307
Voluntary insurance options	
Employee Benefits/Risk Management.....	614-645-8065
Deferred Compensation.....	1-877-644-6457
Training Hotline.....	614-645-7733

Ohio Public
Employees Deferred
Compensation
Program

Please update your records to
show the new telephone
numbers for Deferred
Compensation as
1-800-OHIO457
or
1-800-644-6457
The Internet website
address is:
www.ohio457.org

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